

## **Leverett Planning Board Agenda & Minutes**

Wednesday, October 13th, 7:30pm to 9:00pm

In attendance: Ken Kahn, Steve Freedman, Jean Bergstrom, Tom Ewing, Richard Nathhorst, Tim Shores, Van Stoddard

Minutes taken by Tim.

### **1. Review and accept the minutes of last meeting**

1. Reviewed.
2. Four out of Seven voted in favor of accepting the minutes (Steve, Tom, Richard, and Tim).
3. Jean and Van abstained because they were not in attendance at the previous meeting. Ken abstained because he was traveling and was unable to review the minutes.

### **2. Discussion of Master Plan and process of proceeding.**

1. Ken led the discussion. The Master Plan grant has been awarded, per grant letter dated October 1<sup>st</sup>, provided to Ken by Margie McGinnis. The grant contract will be sent to Margie, as the point of contact on the application.
2. Public announcement is embargoed: until further notice, do not announce the grant award.
3. Tom presented his project timeline, reproduced here:
  1. Phase 1
    1. October to November 2021.
      1. Hire Consultant
        1. Determine number of meetings and clarify scope (Lead role: Planning Board)
        2. Prepare RFP (Lead role: Margie, possibly with support of Planning Board)
        3. Screen consulting candidates, including meeting with prospective consultants (Lead role: Planning Board)
      2. December 2021 to January 2022.
        1. Appoint Working Group with Consultant support (Lead role: Planning Board)
        2. Start grant application writing process for Phase 2
      3. December to June 2022
        1. Prepare existing conditions data including maps (Lead role: Consultant)
        2. The outcomes of this will set the basis of work done in Phase 2.
    2. Phase 2
      1. June 2022 to September 2022
        1. Prepare Community Visioning Schedule (Lead role: Working Group)

2. October 2022 to December 2022
  1. Series of visioning meetings (Lead role: Working Group, with Consultant support)
  2. Study of options and tradeoffs (Lead role: Consultant)
3. December 2022 to January 2023
  1. Prepare zoning changes (Lead role: Planning Board with Consultant support)
4. December 2023 to April 2023
  1. Prepare final plan (Lead role: Consultant)
5. April 2023
  1. Town Meeting approval
4. Open discussion about the Master Plan timeline and milestones, requirements, and next steps.
  1. Timeline and Milestones
    1. We will need to work with Margie on how to write the RFP to effectively address the fact that this project will require more than one year of service from a consultant, and that the second year will require winning a second grant.
    2. Van and Steve suggested that getting the Consultant hired by the end of November may be too aggressive a timeline. Tom and Tim suggest that it is realistic, if we reach out to Margie immediately. Ken suggested that we meet bi-weekly as a Board to keep up with the project.
    3. Per Tom, however fast or slow we proceed with each project component, we should treat the Fall 2022 Visioning Meetings as the heart of the whole Master Planning process. These meetings will result in a lot of information to learn from as we collect personal feedback from Town residents, and another goal will be that Town residents, by participating in this civic planning process, will gain a sense of personal buy-in to the Master Plan.
    - 4.
  2. Requirements
    1. Ken asked what data is fair game for collection and analysis -- for example, the Conservation Commission's Open Space and Recreation Plan. Tom replied that any data is fair game.
    2. Ken and Steve discussed how to go about selecting Consultants.
      1. RFP writing: General agreement we should defer to Margie on how to write and distribute it. Steve suggested that we reach out to people from other towns where we got example RFPs. We can use the material from our grant application as the basis of the RFP.
      2. The Consultant who advised us on the grant application is eligible to bid, and is expected to bid, on

the RFP that we will publish. We will pursue an open bidding process, with due diligence in the best interest of the Town.

3. Van presented questions and ideas about the formation of the Working Group; we discussed how to consider high-level goals as a Board, but Tom emphasized that we should defer to the Consultant on the detailed process.
3. Next steps:
  1. Outreach to Margie: need to find out how much bandwidth she has for the RFP writing, and how we as a Planning Board (or a PB subcommittee assigned to the RFP task) can contribute. Ken, Tom, and Tim will form a subcommittee to meet with Margie about the RFP; Ken will chat with Julie Shively informally to update the Select Board; then will initiate the meeting with Margie, and get back to Tom and Tim about the meeting schedule.
  2. File Sharing: Tim will set up a Box account to store documents specific to the Master Plan project.
  3. Next PB meeting will be 10/28, 7:30 to 9:30pm. We'll schedule biweekly meetings for the time being, to be more responsive to project needs.
5. **Continued review and discussion of additional changes to Leverett Zoning By-Laws and steps that might increase businesses and revenue to town including possible expansion of GB and/or COM zoning districts and discussion of future changes to be addressed.**
  1. Richard is keeping track of this process, in due proportion to the importance of adopting the bylaw. FRCOG has not yet released the updated flood maps.
  2. Richard shared 2020 State Model Floodplain Bylaw documentation, and FEMA National Flood Insurance Program documentation, for everyone to familiarize themselves with the requirements.
  3. Richard moved to assign himself the responsibility of the zoning change application; Jean seconded the motion. Unanimously approved.

### 3. Call in Business

1. None.

The meeting adjourned with unanimity. The Board members went gentle into that good night.